



ACHIEVEMENT SERIES

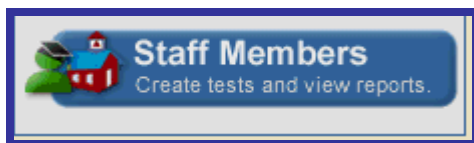
Scheduling the District Web Test

After a Test is Drafted and Published, it must be *scheduled* in order to be administered.

- Scheduling a test generates a unique Test ID for each version.
- Students must enter the Test ID to access the Web (online) test.
- Schedule Web Sessions separately from Scanner Forms sessions.

Section 1: Login to Achievement Series

1. Open an Internet browser, such as Windows Explorer.
2. Go to <http://www.achievementseries.com/>.
3. Click **Staff Members**.



4. Enter your **Site ID**, **Staff ID** and **Password**.

Then click **Login**.

Site ID:

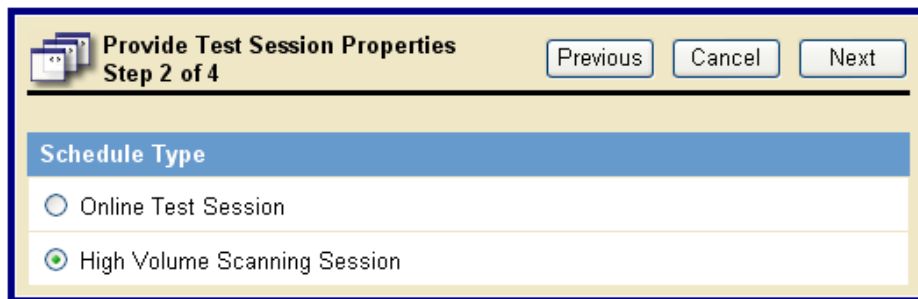
Staff ID:

Password:

ACHIEVEMENT SERIES

Section 2: Schedule the Online Published Test

1. At the Achievement Series District Home Page, select **Tests**.
2. Select **List** under *Published Tests*.
3. Locate the desired Published Test and *click* the test name to open it.
4. Select the **Schedule** tab.
5. Click **Schedule Test**.
6. Select the radio button for the Published Test *to be scheduled*.
7. Click **Next**.
8. Select **Online Test Session** and then click **Next**.



Provide Test Session Properties
Step 2 of 4

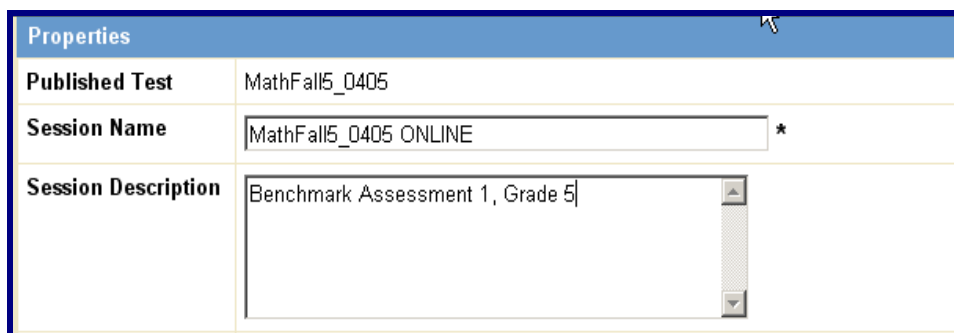
Previous Cancel Next

Schedule Type

☐ Online Test Session

☒ High Volume Scanning Session

9. Setup the Online Session as follows:
 - A. Enter the **Scheduled Session Name** (*Tip! Add Web or Online to the Name*)
 - B. (Optional) Enter a **Session Description**



Properties	
Published Test	MathFall5_0405
Session Name	MathFall5_0405 ONLINE *
Session Description	Benchmark Assessment 1, Grade 5

A C H I E V E M E N T S E R I E S

C. Select the **Versions** to present to the students.

Note: If multiple versions exist, you opt to *randomly* assign versions.

D. **Student Selection:** Select a group or choose individual students.

Note: Typically you will enter the same Grade Range setup in the Test Draft.


Note: If you selected specific Grade Levels in the Test Draft, this test will be restricted to students in those grades. You cannot overwrite the Test Draft grade setup here. But you can limit test to specific students in those grades.

E. Enter a **Session Date Range** within which the test can be taken.

F. Select **Next** after setting up the properties.

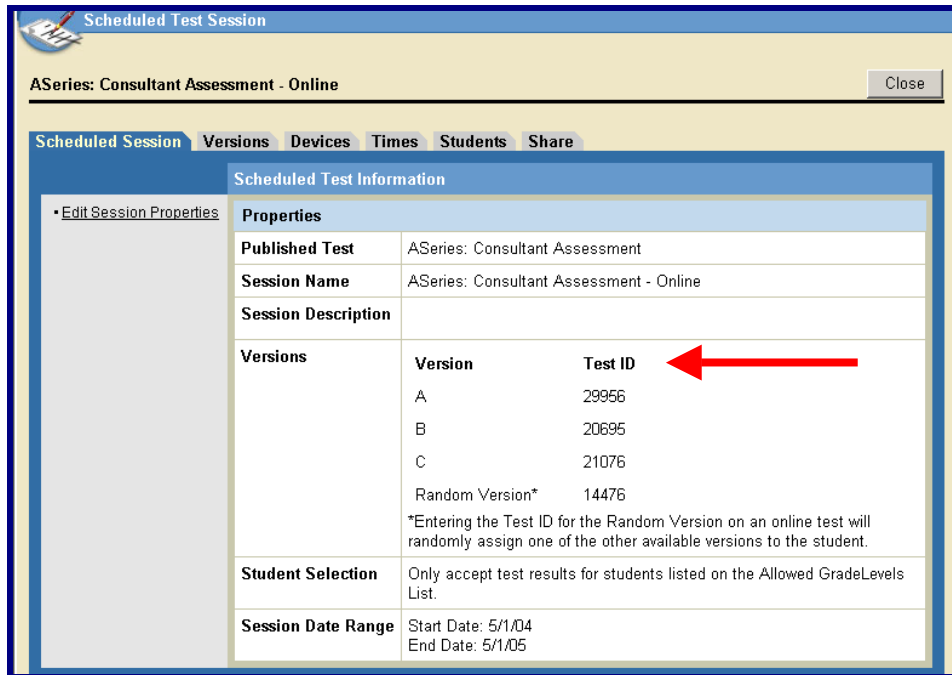
Versions	Present students with the following selected versions of the published test: ★ <input checked="" type="checkbox"/> Version A <input checked="" type="checkbox"/> Version B <input checked="" type="checkbox"/> Randomly assign one of the versions selected above to each student
Student Selection	<input checked="" type="radio"/> All students may test <input type="radio"/> Assign students by grade <input type="radio"/> Assign students by class <input type="radio"/> Assign individual students
Session Date Range	The session may be started between 9/28/04 and 10/28/04. Start Date: <input type="text" value="September"/> <input type="text" value="28"/> <input type="text" value="2004"/> End Date: <input type="text" value="September"/> <input type="text" value="28"/> <input type="text" value="2004"/>

10. Next confirm the *Student Selection* and click **Save**.

Student Selection	
Toggle all checkboxes on this page	
Select	Grade
<input type="checkbox"/>	5th
 Select Students for Test Session Step 4 of 4	
<input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>	

ACHIEVEMENT SERIES

11. Access the Scheduled **TEST IDS** by opening the Scheduled Test Session.
(Select **Tests** and **List** the Scheduled Tests. Then click the test name.)



The screenshot shows a web application window titled "Scheduled Test Session". The window has a yellow header bar with the title and a "Close" button. Below the header is a navigation bar with tabs: "Scheduled Session", "Versions", "Devices", "Times", "Students", and "Share". The "Scheduled Session" tab is selected. The main content area is titled "Scheduled Test Information" and contains a table with the following data:

Properties											
Published Test	ASeries: Consultant Assessment										
Session Name	ASeries: Consultant Assessment - Online										
Session Description											
Versions	<table border="1"><thead><tr><th>Version</th><th>Test ID</th></tr></thead><tbody><tr><td>A</td><td>29956</td></tr><tr><td>B</td><td>20695</td></tr><tr><td>C</td><td>21076</td></tr><tr><td>Random Version*</td><td>14476</td></tr></tbody></table>	Version	Test ID	A	29956	B	20695	C	21076	Random Version*	14476
Version	Test ID										
A	29956										
B	20695										
C	21076										
Random Version*	14476										
Student Selection	Only accept test results for students listed on the Allowed GradeLevels List.										
Session Date Range	Start Date: 5/1/04 End Date: 5/1/05										

*Entering the Test ID for the Random Version on an online test will randomly assign one of the other available versions to the student.